SECTION J

ATTACHMENT J-1

U.S. DEPARTMENT OF ENERGY
REPORTING REQUIREMENTS CHECKLIST

DOE F1332.1   FORM APPROVED
Computer-Generated Form   OMB NO. 1990-1401

1. PROGRAM/PROJECT TITLE	2. IDENTIFICATION NUMBER
ADVISORY AND ASSISTANCE SUPPORT SERVICES	

3. PARTICIPANT NAME AND ADDRESS

4. PLANNING AND REPORTING REQUIREMENTS

		FREQUENCY			FREQUENCY
A. General Management			**E. Financial Incentives**		
	Management Plan			Statement of Income and Expense	
X	Status Report	M		Balance Sheet	
	Summary Report			Cash Flow Statement	
B. Schedule/Labor/Cost				Statement of Changes in Financial Position	
	Milestone Schedule/Plan			Loan Drawdown Report	
	Labor Plan			Operating Budget	
	Facilities Capital Cost of Money Factors Computation			Supplementary Information	
	Contract Facilities Capital and Cost of Money		**F. Technical**		
	Cost Plan			Notice of Energy RD&D Project	
	Milestone Schedule/Status			(Required with any of the following)	
X	Labor Management Report	M		Technical Progress Report	
X	Cost Management Report	M		Draft for Review	
C. Exception Reports				Final for Approval	
X	Task Management Plans	A			
X	Conference Record	A		Topical Report	
	Hot Line Report			Final Technical Report	
X	Subcontracting Reports (Large Businesses only)	Q		Draft for Review	
D. Performance Measurement				Final for Approval	
	Management Control Systems Description				
	WBS Dictionary				
	Index				
	Element Description				

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			Software	
		X	Other (Specify) <u>Deliverables as</u> <u>Specified by Task Order</u>	A
Cost Performance Reports				
Format 1 - WBS				
Format 2 - Function				
Format 3 - Baseline				

5. FREQUENCY CODES

A - AS REQUIRED	M - MONTHLY	S - SEMI-ANNUALLY
C - CHANGE TO CONTRACTUAL AGREEMENT	O - ONCE AFTER AWARD	X - WITH PROPOSAL/BID/APPLICATION OR WITH SIGNIFICANT CHANGES
F - FINAL (END OF EFFORT)	Q - QUARTERLY	Y - YEARLY

6. SPECIAL INSTRUCTIONS (ATTACHMENTS)

	Report Distribution List/Addresses		Analysis Thresholds
	Reporting Elements		Work Breakdown Structure
	Due Dates		Other

7. PREPARED BY (SIGNATURE AND DATE)

8. REVIEWED BY (SIGNATURE AND DATE)